
 AF 01110 (DECEMBER 2002)
 UNITED STATES AIR FORCE PAFB/CCAFS

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UNITED STATES AIR FORCE PAFB/CCAFS

SECTION 01110

SUMMARY OF WORK
12/02

NOTE: This mediumscope specification covers
requirements for basic description and special
administration instructions of the selected project.

PART 1 GENERAL

1.1 SUMMARY

[The work to be performed under this project is located at Cape Canaveral Air Force Station. Cape Canaveral Air Force Station is located at the end of State Road 401, north of Port Canaveral.]

[The work to be performed under this project is located at Patrick Air Force Base. Patrick Air Force Base is located approximately three miles south of Cocoa Beach on State Road A1A.]

1.2 PROJECT DESCRIPTION

1.2.1 Civil/Site

[_____]

1.2.2 Structural

[_____]

1.2.3 Architectural

[_____]

1.2.4 Mechanical

[_____]

1.2.5 Electrical

[_____]

1.2.6 Special Construction

[_____]

1.3 REFERENCES

The publications listed below form a part of this section to the extent referenced:

ASME INTERNATIONAL (ASME)

ASME BPVC Section IX (2001) Boiler And Pressure Vessels Code -
Welding And Brazing Qualifications

AMERICAN WELDING SOCIETY (AWS)

AWS B2.1 (2000) Specification for Welding Procedure
and Performance Qualification

AWS D1.1/D1.1M (2002) Structural Welding Code - Steel

U.S. ARMY CORPS OF ENGINEERS (USACE)

COE EM 385-1-1 (1996) Safety and Health Requirements
Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910 (2002) Occupational Safety and Health
Standards for General Industry

29 CFR 1926 (2002) Occupational Safety and Health
Standards for Construction Industry

UNITED STATES AIR FORCE (USAF) - 45TH SPACE WING (SWI)

45 SWI 31-101 (1998) CCAFS Physical Security Program

AFI 33-118 (2002) Radio Frequency (RF) Spectrum
Management

1.4 SUBMITTALS

The following shall be submitted in accordance with Section 01330
SUBMITTALS, in sufficient detail to show full compliance with the
specification:

SD-01 Preconstruction Submittals

Submit the following items to the Contracting Officer (throughout
this document, the term "Contracting Officer" shall mean
"Contracting Officer or his Representative:")

NOTE: SELECT ITEMS BELOW TO BE SUBMITTED FOR REVIEW.

Utility Outage Requests
Connection Requests
Borrow Requests
Excavation Requests
Welding Requests
Brush/Tree Clearing Requests

1.5 CONTRACT DRAWINGS

The following drawings accompany this specification and are a part thereof.

SHEET NUMBER	DRAWING NUMBER	TITLE
1	G-1	VICINITY MAP, LOCATION PLAN AND DRAWING INDEX

Contract drawings, maps, and specifications will be furnished to the Contractor either hard copy or electronic at the Government's discretion. Reference publications will not be furnished.

Contractor shall immediately check furnished drawings and notify the Government of any discrepancies.

The drawings indicate the general location and arrangement of existing conditions. It is strongly recommended that the Contractor visit the site to determine the complexity of the work and the existing conditions affecting the work. Field measurements may be necessary to determine the size and quantity of materials. Conditions which are obvious/visible or which should be reasonably anticipated by the Contractor on inspection will not be considered under the Differing Site Conditions clause of this contract.

1.5.1 Layout of Work and Elevations

Dimensions and elevations indicated in the layout of work shall be verified by the Contractor. Discrepancies between the drawings, specifications and/or existing conditions shall be referred to the Contracting Officer in writing, for review, before the affected work is performed. Failure to make notification shall place the responsibility upon the Contractor to carry out the work in a satisfactory and workmanlike manner.

1.6 WORK SCHEDULING

Work Schedules for all on-site activities must be reviewed and approved by the Contracting Officer prior to start of the project; and all activities coordinated and statused with the Contracting Officer once work has begun. Due to the critical nature of the work location, all work pertaining to this contract shall be completed [without disrupting] [with minimal disruption to] the operation of [_____].

Contractor shall allow for non-access days (see paragraph entitled "Time Limitations" at the end of Part 3 of this section) where construction activity is prohibited due to hazardous operations or launch activity. When possible, the Government will provide 24 hour notification each time the restrictions are invoked.

1.6.1 Requirements

Working hours will normally range between the hours of 7:00 AM and 4:00 PM (0700-1600) excluding Saturdays, Sundays and Federal Holidays. If work must be done during periods other than above, additional Government inspection and Range Support personnel may be required. Notification must be given to the Contracting Officer three working days in advance of intention to work during other periods to allow assignment of additional inspection forces when the Contracting Officer determines that they are reasonably available. If such support is reasonably available, the Contracting Officer may authorize work to be performed during periods other than normal duty hours/days. If inspections are required to perform in excess of their normal duty hours/days solely for the Contractor, the cost

of the inspection at overtime rates will be charged to the Contractor and will be deducted from the final payment of the contract amount. Work beyond normal hours/days will be required for major utility outages.

No construction work shall take place over the Christmas/New Year holiday period. This period will start one full work day before the Federal Christmas holiday and end the first work day after the Federal New Year Holiday. The Contractor may request to work during this time at the discretion of the Contracting Officer.

1.7 OCCUPANCY OF PREMISES/ACCESS REQUIREMENTS

Building(s) [will] [will not] be occupied during performance of work under this Contract. If occupied, occupancy notifications will be posted in a prominent location in the work area.

Before work is started, the Contractor shall submit a plan to the Contracting Officer or Representative for approval. The plan shall include a sequence of procedures, means of access, space plan for storage of materials and equipment, and use of approaches, corridors, and stairways.

1.7.1 Facility Contents

1.7.1.1 Responsibilities

The schedule of work shall be closely coordinated with the Contracting Officer. Unless otherwise stated, remove all furniture, equipment, curtains, drapes, pictures, blackboards, etc., as required to perform the work. Any movable or fixed furniture, equipment, carpet, etc., remaining in the work area shall be covered and protected from damage. All relocated items shall also be protected from damage throughout the construction period. After completion of work and prior to final acceptance, replace removed items in their original location.

[The entire area will not be available to the Contractor at one time. The following phases of work and procedures are required:

- a. [____.]
- b. [____.]]

[Demolition of [mechanical, electrical, etc.] system shall not be started until replacement equipment is on site.]

1.7.1.2 Maintain Clean Work Areas

All work areas shall be kept clean at all times. Contractor shall prevent introduction of dirt or dust into areas adjacent to the work areas. All materials, tools and equipment shall be thoroughly cleaned prior to being brought into the work areas or adjacent areas.

1.7.1.3 Damage To Existing Equipment

Any damage to existing materials, equipment or systems occurring from Contractor activities or neglect, shall, at the sole discretion of the Contracting Officer, be repaired or replaced by the Contractor at no cost to the Federal Government.

1.7.1.4 New Material and Construction Equipment

Only material and construction equipment designated for performance of contract work may be stored at the construction site or located in Government-controlled warehouses or shop facilities.

1.7.2 Construction Area Access And Control

1.7.2.1 Access and Control Requirements

Exclusive use or control of any area will not be allowed as the Government and Range Contractors must have access to all areas at all times. All work must be scheduled around operational constraints.

1.7.3 Vehicle Parking

1.7.3.1 Requirements

Job and support vehicles for workers will be parked in designated parking areas within reasonable access to the worksite. All vehicle operators must comply with all traffic laws including mandatory seat belt usage, speed limits and hauling restrictions. Contractor shall be responsible for repairing or replacing any facility/grounds damaged areas.

1.8 STORAGE, TRANSPORTATION AND PROTECTION

1.8.1 Storage

Contractor shall be assigned a storage area upon written request to the Contracting Officer. Contractor's request shall indicate dimensions of trailer, size of storage area, and utilities required. Space at one of the base central storage areas will be assigned to the Contractor by the Contracting Officer. All trailers shall be in good and safe condition. Storage space may not be co-located with construction site, at the Contracting Officer's discretion.

The Contractor is responsible for contacting the local phone company, Bell South, to request a telephone number and line for their office trailer.

Office trailers and long term (longer than one year) storage trailers shall be painted to match the base standard color "Conch Shell", as noted in the base Facilities Excellence guide. Trailers located on site for short term storage, 10 working days or less, will not need to meet this requirement. In addition, all office trailers and long term storage trailers shall be skirted along the entire perimeter with a wood lattice material. This skirting shall be painted to match the same trailer color as described above. Contractor shall be responsible for the storage and protection of all his materials and equipment, whether incorporated into the job or not. The Contractor shall also be responsible for enclosing the assigned storage area with a minimum 6' high privacy fence. The fence shall be black vinyl coated galvanized fencing, with a black nylon screen covering as approved by the Contracting Officer. The fence shall be in good repair and continuously maintained throughout the construction. The intent is to conceal construction materials, equipment and debris from adjacent occupied areas during the life of the contract. Upon completion of the contract, the Contractor shall be responsible for removing the fence and restoring the site to its original condition.

1.8.2 Protection

Store and protect products in accordance with manufacturer's instructions.

Store products with seals, labels intact and legible. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to the product. Products acceptable for exterior storage shall be on sloped supports above ground.

1.8.3 Transportation

Transport and handle products in accordance with manufacturer's instructions. Promptly inspect shipments to insure the products comply with requirements, quantities are correct, and products are undamaged. Protect products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products. Store loose granular materials on solid flat surfaces in a well drained area. Prevent mixing with foreign materials.

1.8.4 Hazardous Materials

Hazardous Materials & petroleum product containers shall be stored on an impervious surface with containment. Incompatible materials shall be segregated and have separate containment systems. Additional HAZMAT requirements are provided in Section 01355 ENVIRONMENTAL PROTECTION.

1.8.5 Site Protection Plan

Structures, utilities, sidewalks, pavements, and other facilities immediately adjacent to excavations shall be protected against damage. The Contractor shall Compliance with COE EM 385-1-1 is required to protect areas adjacent to the construction site.

1.9 PROTECTION OF WORK

Prior to performing any excavation work or any surface penetrations 6 inches or deeper (such as driving stakes more than 6 inches in the ground) on any ground surface, the Contractor shall obtain from the Contracting Office or representative, assistance for locating current subsurface utilities for the particular area to be worked on. Contractor shall stake out subsurface high voltage cables, communication cables, and pipe lines indicated within the scope of the work contemplated. After exposure, the Contractor shall obtain agreement from the Contracting Officer on how much closer to cable or pipe the excavations can be permitted.

Contractor shall notify the Contracting Officer, 14 days prior to the start of excavation work or surface penetration, to enable the Contracting Officer to review measures being taken to prevent hazard to employees and possible damage to subsurface utilities, and allow Joint Base Operations Support Contractor (JBOSC) time to respond to scanning requests. Where emergency conditions preclude the 14 days advance notification, the Contractor shall immediately inform the Contracting Officer of his intention to initiate work prior to actual start of activity.

After obtaining immediate clearance from Cape Support for verifying any Test Control Periods (TCP's) and the Contracting Officer, the Contractor shall proceed with excavating work, or other surface penetration work. Contractor shall temporarily halt any machine excavation work or other surface penetration when approaching within 10 feet of the existing utility line until the Contractor has exposed the utility line by hand excavation to fix its location.

1.10 GOVERNMENT-FURNISHED MATERIALS

Government will furnish to the Contractor the following property to be incorporated or installed in the work, or used in its performance. Such property will be furnished as Freight On Board (F.O.B.) at [_____]. Maintain and protect Government furnished property once it is on the construction site.

ITEM	DESCRIPTION	QUANTITY	AVAILABLE	SALVAGE RECEIVING POINT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Quantities indicated for the above-listed items marked with an asterisk are estimates. It is the intention of the Government to furnish all quantities of the asterisk items required to complete the work as specified.

Quantities stated for the above items not marked with an asterisk are all that will be furnished by the Government. Contractor shall furnish any additional quantities required.

1.11 ON-SITE PERMITS

1.11.1 Utility Outage Requests And Connection Requests

Work shall be scheduled to hold outages to a minimum.

Utility outages and Connection Requests required during the execution of work that affect existing systems shall be arranged at the convenience of the Government which may require scheduling outside of the regular working hours or on weekends, at no additional cost to the Government.

Each Utility Outage and Connection Requests shall state the system involved, area involved, approximate duration of outage, and the nature of work involved.

1.11.1.1 Requirements

A written request for a utilities outage (electricity, communication, water, compressed air, gas, steam, air conditioning, etc.) must be submitted to the Contracting Officer at least 14 calendar days in advance of the desired outage. Approval is required prior to scheduling any outage. All limitations noted on the approved outage authorization shall be carefully observed. Final verbal coordination shall be made 4 hours prior to the outage by calling the Contracting Officer or his representative. A utilities outage without prior approval and coordination is prohibited.

Since many systems are critical to facility operations, the number and duration of utility outages shall be [kept to an absolute minimum] [limited to a four (4) hour maximum at any one time, unless otherwise approved by the Contracting Officer due to unusual circumstances.] All work effort shall be coordinated and sufficient manpower, materials, and equipment shall be provided to complete the work within the authorized outage window.

Existing utility services may be interrupted only when approved by the Contracting Officer. The interruption shall be scheduled at a time of

minimum demand on the utility, convenient to the Government. Outages on weekends, holidays, or evenings shall be performed at no additional cost to the Government.

The Contractor shall make all necessary arrangements to schedule and provide connections to existing utilities and to cause minimum interruption to system operation. All temporary utility hook-ups and disconnects shall be made by the Contractor.

If the Contractor fails to comply with a scheduled outage, the cost to reschedule the outage will be deducted from the final contract payment.

1.11.2 Construction Permit

All construction work requires a construction Permit, AF 103. This permit is processed by the Government and provided to the Contractor. It is required prior to the start of any construction at the project site.

1.11.3 Borrow, Excavation, And Welding Permits

Borrow Requests, Excavation Requests, Brush/Tree Clearing Requests, and Welding Requests shall be submitted to the Contracting Officer. Permits will be obtained by the Contracting Officer or representative, within 14 calendar days, for distribution to the Contractor.

Permits shall be posted at a conspicuous location in the construction area.

Burning of trash or rubbish is not permitted on any USAF facility.

1.12 SALVAGE AND DISPOSAL OF MATERIAL AND EQUIPMENT

1.12.1 Removal

Remove and/or relocate only those materials or items of equipment specifically indicated in the drawings and specifications. Removal operations shall be performed in such a manner that adjacent areas, installed equipment, or existing utilities are not damaged. Repair all openings that occur due to removal or demolition operations to match adjacent, existing surfaces. Any damage incurred during removal operations shall be repaired at no additional cost to the Government.

1.12.2 Housekeeping

Sufficient personnel and equipment shall be provided to ensure compliance with all housekeeping requirements. Work will not be allowed in those areas that do not comply with the requirements of Section 14.C of COE EM 385-1-1. Job sites are to be kept clean on an ongoing, daily basis. All areas are to be thoroughly cleaned prior to leaving the jobsite at completion of project work.

1.12.3 Salvage Of Material And Equipment

All salvageable materials or items to be removed shall remain the property of the Federal Government. Salvageable items are listed below in the paragraph entitled, "Salvage Items". Salvageable items shall be transported to and deposited at the Defense Reutilization and Marketing Office (DRMO) at Cape Canaveral Air Force Station.

Salvageable material must be segregated and separated into categories

before transport. All salvageable items delivered to DRMO shall be accompanied by a properly prepared DD Form 1348. This form will be furnished by the Contracting Officer. A signed copy by DRMO reflecting the turn in materials shall be furnished to the Contracting Officer.

Contractor shall maintain property control records for material or equipment designated as salvage. Contractor's system of property control may be used if approved by the Contracting Officer. Contractor shall be responsible for storage and protection of salvaged materials and equipment until disposition by the Contracting Officer.

Material to be salvaged and reinstalled by the Contractor shall be protected during removal and stored to prevent damage.

For reference purposes salvageable is defined as: items, material, equipment which can be refitted, reworked, and restored and put to use or sold. The Contracting Officer shall have sole discretion as to determining whether any particular item is salvageable.

1.12.3.1 Salvage Items

The following equipment and materials shall be salvaged for the Government:

- a. []
- b. []
- c. []

Any additional items shall be inspected by the Contracting Officer to determine whether salvageable or debris (scrap). Scrap shall be delivered to the DRMO facility within Cape Canaveral Air Force Station. Scrap delivery shall also be accompanied by a properly prepared DD Form 1348.

1.12.4 Waste Disposal

Non-salvageable material and debris shall be removed from work areas and disposed of daily. The Contractor may use Cape Canaveral Air Force Station (CCAFS) landfill for disposal of CCAFS and PAFB C&D in accordance with Florida Department of Environmental Protection (FDEP) permits.

Asbestos waste shall be disposed of at the CCAFS asbestos mono-fill unless otherwise directed by the Contracting Officer.

Refer to Section 01355 ENVIRONMENTAL PROTECTION for further waste disposal and record keeping requirements.

1.12.5 Cleanup

All waste materials, except indicated salvaged items, generated by the construction shall be hauled off U. S. Government property at the end of each work day and deposited at a disposal site selected by the Contractor. Disposal shall be in accordance with federal, state, county, and city ordinances and at the expense of the Contractor.

Upon completion of the construction, the Contractor shall leave the work premises in a clean, neat and workmanlike condition, satisfactory to the Contracting Officer

1.12.6 Salvage And Disposal Record Keeping

The Contractor shall maintain a disposal log of all materials removed from the job site. This inventory shall include waste materials disposed in landfills and materials sold for salvage and recycled. The disposal log form is available from the Contracting Officer. At a minimum the Contractor shall identify the type of materials, material weight, disposition (landfill or recycle), receiving facility (name, address and phone number) and net disposal costs or rebates including container costs, hauling and tipping fees as applicable. The Contractor shall submit two copies of the disposal log and all dump tickets and receipts associated with disposal to the Contracting Officer at the completion of the project.

Upon completion of the construction, the Contractor shall leave the work premises in a clean, neat and workmanlike condition, satisfactory to the Contracting Officer.

1.13 RADIO FREQUENCY MANAGEMENT PROCEDURES

The following procedures shall be followed in obtaining radio frequency authorization:

The policy and procedures contained in AFI 33-118 shall be followed to obtain frequency allocation approval of electronic devices and USAF Radio Frequency Assignment.

1.14 COMMUNICATION SECURITY

Government telecommunications networks are continually subject to interception by hostile/unfriendly intelligent organizations. Therefore, the DOD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls from, or terminating, DOD organizations. The Contractor shall assume the responsibility for ensuring frequent dissemination of this information to all employees dealing with official DOD information.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

**NOTE: THE FOLLOWING ACCESS REQUIREMENTS ARE TO BE
 USED FOR CCAFS ONLY.**

[3.1 ACCESS REQUIREMENTS

3.1.1 Badge Requirements

Employees working at CCAFS are required to have in their possession a current Cape Badge. Badges must be displayed above the waist in a visible location at all times. These badges are described below and may be obtained at the CCAFS Pass and ID office (Building 1068) after the required information/identified in the following paragraphs is submitted. Current picture identification is required. Upon contract completion the Contractor will be responsible for retrieval of the badges and return to CCAFS Pass and ID within 10 days of the completion date. All security paperwork must be returned to the 45 CES/CELL Security Manager.

When Contractor is mentioned within this document, this includes any and all Lower Tier Subcontractors.

The Contractor is responsible for satisfying the prerequisites for unescorted entry. The Contractor is responsible for providing escort services for their personnel and subcontractors.

These badging requirements are subject to change.

3.1.1.1 United States Citizenship

If an employee is not a United States Citizen, 30 days notice must be given to the 45 CES/CELL Security Manager in order to obtain a CCAFS Badge. A Foreign Visit Request Form will be sent to 45th Space Wing Joint Plans and Customer Service, PAFB, for approval. Upon approval, a temporary green badge (Non US Citizen Badge) will be issued by PASS & ID. A permanent or temporary resident green card must be presented to PASS & ID to obtain the CCAFS badge.

Citizenship for all employees requesting a CCAFS entry badge must be verified by birth certificate, passport, voter registration card, resident alien card, or certificate of naturalization (Social Security cards and Driver's licenses will not be accepted as proof of citizenship). A copy of one of these documents must be faxed to the 45 CES/CELL Security Manager at 853-6255 with the badging request form.

3.1.2 General Cape Entry Requirement (White Unescorted Badge)

In accordance with CCAFS badging requirements, the Contractor requesting a White Badge for unescorted entry to general areas of CCAFS shall have a local county statewide background investigation. The County Sheriff's office will provide this investigation (some counties may charge a nominal fee). This investigation must be on official letterhead and be signed by a county/state representative. All investigations will be reviewed and a White Unescorted Badge will be issued at the discretion of the 45 CES/CELL Security Manager.

The Contractor should contact the 45 CES Badging Authority at 853-0920 to request the proper forms for unescorted entry authorization.

3.1.3 Temporary Cape Entry Requirement (Pink Badge - Escort Required)

For temporary entry onto CCAFS, a temporary Cape Entry Badge and a security escort are required. The Contractor shall submit a badge request at least 24 hours in advance, which shall include the following information:

- a. Full Legal Name(s) (In Alphabetical Order- Last, First MI, as it appears on Drivers License)
- b. Citizenship (if not USA, see paragraph entitled US Citizenship of this section)
- c. Social Security Number of the Designated Individual(s)
- d. Contract Number/Project Title
- e. Location of the Work to be Performed
- f. Time of Required Badging (Start Date and Expiration Date)
- g. Name, Address and Phone Number of Prime Contractor
- h. Name, Address and Phone Number of Subcontractor

The Contractor is responsible for satisfying the prerequisites for unescorted entry. The Contractor is responsible for providing escort

services for their personnel and subcontractors.

3.1.4 Construction Site Requirement

NOTE: Insert the following paragraph only if all on-site project work is within a non-restricted area. (That is, when the work site is not within a restricted area like LC-17, LC-40, etc.)

[All on-site project work is confined to non-restricted areas. That is, no restricted area badge shall be necessary to accomplish the on-site work. However, normal access requirements into CCAFS must still be accomplished.]

NOTE: Delete all non-applicable paragraphs. The following paragraph is applicable to the following areas: All Launch Complexes, LC-17, -36, -40, -41, FSA, NPF AREA, SMAB, SMARF, or the VIB Area (Contact U.S. Air Force for additions to this list.)

[The on-site project work is located within a restricted area. The restricted area requirement must be accomplished in order to access the construction site.]

NOTE: Select one of the following restricted area access requirements.

[The project will require the Contractor to work inside restricted area Facility No. [____]]. [The project will require the Contractor to work inside the restricted area perimeter fence of Facility No. [____] but outside the actual facility]. [The project will require the Contractor to work both inside the restricted area perimeter fence of and inside restricted area Facility No. [____]].

3.1.5 Restricted Area Requirements (Black & Yellow Restricted Unescorted Badge)

Access to construction sites located in restricted areas requires a Black & Yellow Restricted Area Unescorted Badge. The Contractor is responsible for satisfying the prerequisites for unescorted entry and/or providing escorted entry to a restricted area for all their personnel and subcontractor personnel. Security escort services will not be provided by the Government. It is the Contractor's responsibility to determine the minimum number of personnel needed and obtain the required badges with escort authority in order to meet the contract requirements. Failure to do so could result in denied access to the construction site, interruption of performance and negatively impact timely contract completion.

Individuals meeting the 45 SWI 31-101 security requirements will be allowed to acquire restricted area badges. This document is the 45th Space Wing Instructions and established USAF restricted areas and defines normal security operations for operational space launch resources located on CCAFS.

An investigation is required before a badge can be issued for entry into

CCAFS restricted areas. The Electronic Personnel Security Questionnaire (EPSQ) can be down loaded from the Internet. You must down load the "Subject Edition" for the EPSQ from <http://www.dss.mil> and answer the following questions on the questionnaire:

1. The second box is checked on the Type of Form (Application for Public Trust Position (SF 85P))
2. The second box is checked in Type of Investigation (National Agency Check (NAC or NACLC))
3. A middle name or No Middle Name (NMN) or Unknown must be used
4. Do not leave any breaks in dates (places lived, job listings, etc.)
5. Do not leave any field blank (use N/A or Unknown)
6. Form must be validated with no errors (keep verification sheet)
7. After completion, save the information on a floppy disk (one disk per person)
8. Do not password protect the disk or if you do, write the password on the disk
9. Print out the SF 85P, make three copies, sign all four (one copy for yourself)
10. Fingerprint cards are obtained from Base Security Forces or CCAFS Pass & ID
11. A copy of your birth certificate must be submitted
12. A copy of your highest level educational diploma must be submitted (i.e. high school, college, etc.)

The disk (with name, SS# and password), copy of birth certificate, fingerprint card, verification form and three hard copies of work sheet (must have original signatures) must be submitted. Call 45 CES/CEL at 853-0920 for detailed instructions.

If an individual has previously had a NASA badge, contact the NASA Security Officer and have the records transferred to CES (Fax 853-6255), eliminating the need to fill out the EPSQ SF 85P. Call for specific instructions.

In order for Contractor personnel to enter restricted areas, a Black & Yellow Restricted Area Access Badge for the Construction area is required. Those individuals in possession of a White or Pink Badge must remain under the surveillance of the escorts at all times while working in the restricted area. Escorts are subject to having their base access privileges revoked if it is found that they are not in visual contact with the employees they are escorting. The required responsibilities and duties of an escort shall be adhered to by all Contractor and subcontractor personnel. 45 SWI 31-101 and Restricted Area Badge Processing Guide outline the requirements and procedures in obtaining a restricted area badge.

Contingent upon the location and nature of the work, a construction site "Free Zone" may be established by the Commander of the restricted area site. If the area is designated as a construction site "Free Zone", only normal access requirements to CCAFS will apply.

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**NOTE: THE FOLLOWING ACCESS REQUIREMENTS ARE TO BE
USED FOR PAFB ONLY.**

[3.2 CONTRACTOR EMPLOYEE IDENTIFICATION AND BADGING

The place of performance for work is Patrick Air Force Base, Florida. The

Contractor and his employees shall comply with all the security and law enforcement requirements imposed by the respective local installation Commander at all times. The purpose of these procedures is to establish clear guidance for granting Contractor employee's access to Patrick AFB, Florida. These procedures are for Patrick AFB, Florida and may be changed by the Government as needed or as the required level of security changes.

3.2.1 Initial Badging

Upon receiving notice to proceed, the prime Contractor shall request badging authority following the procedures outlined below. Upon receiving badging authority, the prime Contractor shall submit the names and pertinent information of employees and subcontractor personnel requiring Contractor badges to 45 Security Forces Pass & ID section using a valid Pass & Registration Request form provided by the Government. Only employees of the prime Contractor with badging authority may sign the request form. The prime Contractor shall be responsible for verifying and documenting the eligibility of all employees and subcontractors requesting badges. The prime Contractor shall be responsible for escorting new employees to the Pass and ID Office to receive their badge -- see "Escort Procedures" below. The form to be used to authorize Contractor badges can be acquired from the Contracting Officer. Badges will be issued only for the amount of time required for the employee's work on site. One year is the maximum validity for any badge. Current vehicle registration must be presented at 45 Security Forces Pass & ID before a badge will be issued.

3.2.1.1 Foreign Nation Access

Badging Contractor foreign nationals onto 45 SW operating locations requires 45 SW/XP coordination. The additional foreign visit request (FVR) information is required 30 days in advance of any visit. Contact the 45 SW/XP office at 494-4054 to request an FVR form and instructions. Note: Naturalized citizens and valid Immigration and Naturalization Service (INS) approved personnel (green card holders) do not require the FVR form.

3.2.2 Contractor Badging Authority

The prime Contractor may request badging authority for up to 3 employees for each contract. The Contractor shall submit, on corporate stationary, a list of employees that are authorized to sign requests for badges (signature authorities) to the Contracting Officer. All employees submitted for badging authority shall be directly employed by the prime Contractor. The list shall include the full name, SSN, national origin, date of birth, sex, telephone number and escort expiration date for each employee submitted as well as the contract number and contract expiration date. Each name submitted will be subjected to a criminal background investigation. The Government will provide DD Form 577, Signature Cards to the Contractor. The Contractor shall submit a completed, unsigned DD Form 577 for each employee with the badging authority request letter to the Contracting Officer for coordination. Upon completing the background checks, 45 SFS Pass and ID will notify the Contractor to have the employees come to the Pass and ID building to sign their signature cards. The Contractor shall allow a minimum of 7 working days to complete the background checks. Contractor badging authority will expire on the submitted badging authority expiration date or contract expiration date, whichever comes first. In the case of a contract extension, the prime Contractor will be required to resubmit for badging authority. The Contractor must keep badging authority current, and must notify the Contracting Officer immediately if badging authority changes, or if a

person with badging authority leaves the company.

3.2.3 Contractor Escort Authority

The Contractor may request authority to escort new employees on the base to get their badges or to escort temporary workers such as day laborers, a crane operator, compaction testing, etc that will only be employed for a week or less. Employees that will be working on base for more than a week will be required to obtain Contractor badges. Escorted employees must be kept to a minimum. The Contractor must coordinate access by escorted employees, and their vehicles, in advance. No vehicles may be left unattended at either gate. The Contractor shall provide a list of those personnel to be granted escort authority, through the Contracting Officer, to the Security Forces. Escorted employees must provide a valid photo ID, and must have a valid driver's license if operating a motor vehicle.

The Contractor may request escort authority for up to 4 employees for each contract. A special escort badge will be issued to these individuals. Additional escorts may be considered on a case by case basis. The Contractor shall provide the names of employees requesting escort authority to the Security Forces through the Contracting Officer. All employees submitted for escort authority shall be directly employed by the prime contract. The list shall include the full name, SSN, national origin, date of birth, sex, telephone number and escort expiration date for each employee submitted as well as the contract number and contract expiration date. Each name submitted will be subjected to a criminal background investigation. Contractor escort authority will expire on the submitted escort expiration date or contract expiration date, whichever comes first.

In the case of a contract extension, the prime Contractor will be required to resubmit for badging authority. Escorts are responsible for the employees they are escorting and must be in visual contact AT ALL TIMES when they are on the base. Escorts are subject to having their base access privileges revoked if it is found that they are not in visual contact with the employees they are escorting.

3.2.4 Employee Verification and Documentation

The prime Contractor is responsible for verifying employee eligibility to work on Patrick AFB IAW the Immigration Reform and Control Act of 1986. The prime Contractor shall ensure all employees, and subcontractor employees, hired after 6 November 1986 have a Department of Justice Immigration and Naturalization Service Form I-9 on file. The prime Contractor shall maintain a file with a list of employees with badges, and a Form I-9 for each employee verifying eligibility. This information shall be available for inspection upon request from the Contracting Officer or their representative, or the Patrick AFB Security Office. For more detailed information, refer to the INS Handbook for Employers, (Form M-274). You may obtain the handbook at your local INS Office or electronically at www.ins.gov.

3.2.5 Badge Control and Accountability

The prime Contractor shall be accountable for all badges issued during the performance of this contract. Upon completion or termination of the contract or expiration of the identification badges/passes, the prime Contractor shall ensure that all base identification badges/passes issued to employees and all subcontractor employees are returned to the issuing office. All badges must be returned to 45 Security Forces Pass & ID before a new badge will be issued.

Prior to submitting an invoice for final payment, the prime Contractor shall obtain a clearance certification from the issuing office which states all base identification badges/passess have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the Contracting Officer prior to submission of the final invoice for payment.

3.2.5.1 Safeguarding Badges

Contractor badges issued by Pass and ID remain the property of the Government and must be protected at all times. Badges must not be left unattended in vehicles on or off base. Misuse or tampering of badges is a criminal offense. Violators will lose their base access privilege and may be subject to prosecution.

3.2.5.2 Reporting Lost Badges

Lost badges must be reported within 24 hours. The Contractor shall submit a letter to the Security Forces, through the Contracting Officer, explaining the details of the circumstances. As a minimum include the name and SSN of the individual and when and where the badge was lost. This letter must be on file at the Security Forces Pass and ID before a new badge will be issued. Upon completion or termination of the contract or upon expiration or termination of any employee, the prime Contractor shall ensure that all base identification badges/passess issued to employees and subcontractor employees are returned to the issuing office.

3.2.5.3 Returned Badges

Prior to submitting an invoice for final payment, the prime Contractor shall obtain a clearance certification from the issuing office which states all base identification badges/passess have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the Contracting Officer prior to submission of the final invoice for payment.

3.2.6 Deliveries

3.2.6.1 Non-Hazardous Deliveries

All deliveries of construction material and equipment to job sites (including cement trucks) shall use the Patrick AFB South Gate for access. To the maximum extent possible, deliveries shall be scheduled between 1000 and 1500 hours to avoid the peak traffic volume times. The driver of each delivery vehicle and their passengers must have the following:

- a. A valid photo ID; and
- b. A valid bill of lading; and
- c. A known delivery point on Patrick AFB; and
- d. An on-base or local phone number and POC to vouch for delivery.

Only deliveries that can be verified will be allowed to proceed. Special deliveries, deliveries after normal business hours, or deliveries that cannot negotiate through the barricades must be coordinated in advance.

All delivery vehicles shall be inspected by Security Forces personnel prior to being allowed to proceed onto the installation.

3.2.6.2 Hazardous Deliveries

Deliveries of fuel, large volume of chemicals, or other hazardous materials shall comply with this section. All deliveries shall use the Patrick AFB South Gate for access. Suggest deliveries be scheduled between 1000 and 1500 hours to avoid the peak traffic volume times. All delivery vehicles must have the information required for non-hazardous deliveries (valid photo ID, valid bill of lading, known delivery point, and phone number and POC to vouch for delivery). Only deliveries that can be verified will be allowed to proceed. In addition, hazardous deliveries must be scheduled a minimum of 48 hours in advance for escort by Security Forces to and from job site. Contractors shall contact the Security Forces at 494-2000 to arrange for hazardous delivery escorts. Deliveries that have not arranged in advance for Security Forces escorts will be turned away and must be re-scheduled.

3.2.7 Responsibilities

The Government reserves the right to revoke badging authority, escort authority and/or base access privileges for any person, at any time and for any reason. The Contractor understands that the Government has made every attempt to identify potential delays associated with background checks and badging requirements and that such delays have been considered in the construction schedule. Delays resulting from the Contractor's failure to follow the badging guidelines above shall not be considered grounds for contract extension or compensation.]

3.3 EXCAVATION

NOTE: THE FOLLOWING PARAGRAPH ENTITLED
"REQUIREMENTS" IS TO BE USED FOR CCAFS ONLY.

[3.3.1 Requirements

All excavation work requires an Excavation Permit. See the paragraph of this paragraph entitled "ON SITE PERMITS" for requirements on acquiring an excavation permit.

Notify the Contracting Officer at least 72 hours prior to start of excavation. A copy of the previously requested construction permit (AF Form 103) shall be posted at the job site.

Excavation shall be accomplished only after the permit is received and then with extreme caution to prevent damage to the existing buried utilities in the area. All open trenches must be adequately barricaded. Operational yellow flashing lights shall be placed a minimum of every 20 feet along open trenches as warnings during night time hours. All excavation must be further approved by daily contact with Cape Support (853-5211).

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NOTE: THE FOLLOWING PARAGRAPH ENTITLED "WORK
CLEARANCE REQUEST" IS TO BE USED FOR PAFB ONLY.

[3.3.2 Work Clearance Request

Contractor shall obtain (from technical representative), prepare, and

properly complete AF FORM 103. The Contractor shall provide coordination for location of buried structures and utility lines before beginning any work involving digging/excavation. The Technical representative shall be the first and the last to coordinate on the AF FORM 103. The Contractor shall obtain a new permit every 14 calendar days of digging/excavation.

NOTE: THE FOLLOWING PARAGRAPHS ARE TO BE USED FOR
CCAFS AND PAFB.

]3.3.2.1 Location of Buried Structures and Utility Lines

Accurately locate and stake structures and utility lines indicated. Provide a drawing indicating the full extent of digging/excavation (width, depth, and length of trench or hole) and attach to the AF FORM 103. If unidentified underground utilities are encountered during excavation, notify the Contracting Officer and cease operations until they are properly identified.

3.3.2.2 Excavation, Trenching, and Backfilling

Open only those trenches for which material is ready to be placed. As soon as approved by the Technical Representative, trenches shall be backfilled and tamped as required by the drawings and specifications. As a minimum, the topsoil shall be replaced and the disturbed area shall be grassed by seeding, watered and maintained for a minimum of 60 calendar days. Stockpile excavated materials a minimum of two feet from the edge of the excavation. Mark or barricade construction work which may present a hazard.

3.3.2.3 Cutting of Roads, Streets, Driveways, and Paved Areas

Repair roads, streets, and paved parking areas which require surface cutting under this project within 10 calendar days after initial cutting. The topping shall be a minimum of 2 inches of asphalt (concrete topping on asphalt areas is not allowed). Mark, barricade, and illuminate construction work on or near roads or streets which may present a traffic hazard per OSHA 29 CFR 1910. The Contractor shall provide signaling, lighting, and barricades in the construction area conforming to the Manual on Uniform Traffic Control Devices, OSHA 29 CFR 1926.201 and 1926.202. Closures of Streets, parking lots, and other traffic areas will not be permitted unless approved by the Contracting Officer after written request 14 calendar days before the scheduled closure.

3.3.3 Restrictions

[All excavation at the work site must be accomplished by hand only. Excavating machinery is prohibited.]

[Excavation at the work site may be accomplished with machinery only after underground utilities have been identified and with approval by Contracting Officer.]

Hand digging is required within ten feet of located underground utilities.

3.3.4 Temporary Shoring, Bracing And Supports

All new excavation and trenching work shall be securely and safely supported during installation with temporary, but substantial, shoring,

bracing, hangers and other supports as required by U.S. Army Corps of Engineers COE EM 385-1-1, Section 25, Excavations. After new work is completed and completely cured (if required) and all permanent fasteners, anchors and supports are properly installed, the temporary supports shall be removed.

3.3.5 Barricades

Guardrails, fences or other suitable barricades and warning lights shall be placed at all open excavations/trenches which are adjacent to paths, walkways, sidewalks, vehicle parking areas, and other pedestrian or vehicle thoroughfares.

3.4 LAND SURVEYING REQUIREMENTS

Land surveying, to include all projections and datum points, shall be required for all modifications affecting civil site plans (e.g., utilities, additions, new construction or storm water modifications). The survey shall be performed by a licensed surveyor.

3.4.1 Horizontal Reference Datum

All surveys shall be referenced to Florida State Plane Coordinate System, East Zone, North American Datum 1983/1990 adjustment based on Second order Class II horizontal control monument.

3.4.2 Vertical Reference Datum

All surveys shall be referenced to North American Vertical Datum (NAVD) 1988. The survey shall include a description of the reference benchmarks from which the NAVD has been determined.

3.5 WELDER QUALIFICATION REQUIREMENTS

3.5.1 Welding And Brazing

Before assigning any welder/brazer to work in pipe and/or structural fabrication on this project, names shall be provided to the Contracting Officer of all welders/solderers together with written certification that these welders/brazers have passed Qualification Tests as prescribed by AWS D1.1/D1.1M, AWS B2.1, and/or ASME BPVC Section IX, as applicable. All piping and/or structural welds shall be performed by persons holding current certifications. If testing is required, the test and certification shall be by an independent organization regularly engaged in the testing and certification of welders. Date of certification for each welder/brazer shall not be over one year prior to date of contract award.

3.6 HOISTING AND LIFTING

3.6.1 Lifting Operation Plan

The Contractor shall have a Lifting Operation Plan and procedure that is fully in accordance with the requirements of COE EM 385-1-1 and OSHA regulations, and shall include drawings/sketches of lifting slings, lifting equipment, and tag lines. The plan shall show weights, center of gravity, and clearances of load over entire lift. Plans shall have details showing any structural mounting of hoisting equipment on sheaves or structural steel, and shall show loading calculations on any such structural mounting showing forces, weights, turning moments, etc. A procedure shall accompany

the drawings describing all lifting operations. Use spreader bars wherever necessary to prevent hoisting cables from contacting equipment/material.

3.7 QUALITY CONTROL

The Contractor shall use skilled workers, an adequate number of which are thoroughly trained and have a minimum of 3 years experience in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for the proper performance of the work in each section of these specifications.

3.7.1 Licenses

The Contractor or their subcontractors shall be licensed by the State of Florida or have an equivalent out-of-state license in all areas applicable to this contract. Refrigerant Technicians shall provide the Contracting Officer copies of their EPA approved Technician Certificates. Asbestos Abatement Contractor shall be licensed by the State of Florida.

3.8 SUPERINTENDENT

Provide name and qualifications and past experience for review. Designate a competent superintendent who shall have full authority to act for the Contractor and who shall be the primary contact with the Government until acceptance. The Contractor's superintendent shall be at the job site at all times and shall have full authority to act for the Contractor.

3.9 CONSTRUCTION SCHEDULING REQUIREMENTS

3.9.1 Contractor Coordination Meetings

The Contractor shall attend weekly project meetings, not to exceed 3 hours, scheduled by the Government. Subcontractor representatives shall attend as required.

Discussion shall address the progress schedule, potential factors of delay, deficiencies, material delivery schedules, submittals, and safety issues.

3.9.2 On-Site Construction Sequence

The required work shall be performed in a sequence to minimize the time when [potable water, air conditioning, panelboards, transformers, power supply, etc.] are [inoperative or out-of-service.] [Remove a single item of equipment, install the new replacement item, tie in required utilities, test, and restore the new item of equipment to fully operational status before removing subsequent equipment.]

3.9.3 Time Limitations

Project work shall be scheduled to meet the following requirement: The length of time between the issuance of a notice to proceed and the completion of all project work (performance period) shall not exceed [_____] calendar days. Allow a maximum of [10, 20, 40, or 60 (depending on site conditions)] days of no access to the jobsite during the construction period for interruptions due to government and hazardous operations. The maximum [_____] days of no access time are included in the performance period of the contract.

-- End of Section --

